G R S. App [IX 4]

Previous References

1942-43 (Municipality)

File No 12-42-

Serial Nos 101 to 102

Later References

GENERAL AND REVENUE SECRETARIAT

Serial Nos 1 to 2

Part B for July 43

SUBJECT

Inspection report of the Senior Md office, French Rocks

~~Go~~ No 1-281 dt 7/7/43

States that steps should be taken to collect heavy arrears; specially from defaulting Memrs.

The DC, Mandya

HSW 16/7

Inspection notes of the Mysore Municipality
Jewel Rocks 42-43

Continuation Sheet | MC File No / Current No 7813/L | of 4 2 | Page

From the D.C Mandya
Letter No 2082/42-3 dated 21-6-1943 forwarding the notes of inspection of the Jewel Rocks Mysore Municipality for the year 1942-43

1) The areas below Cauvery Bridge considerable The D.C has not offered his remarks in general about the affairs of the Municipality

2) Kindly peruse minutes of the last meeting marked A, B, B1, C & D

E are the only notes may have to be attended to by the President

Law Secy) 28/6/43

3) [illegible]

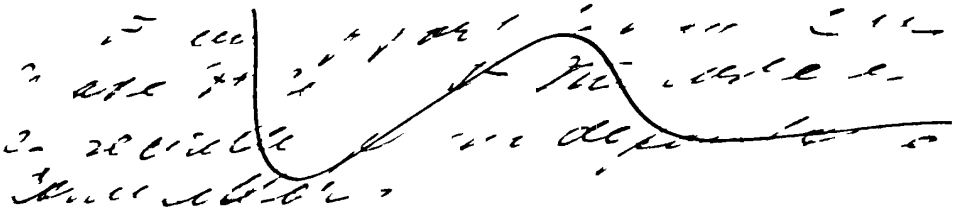
4) [illegible]
2-7-43.

5) [illegible]
7/7/43

DEPT OF MYSORE
DIST
FOR L S G & P H
Dt 29 6 43
No 10595

WD 1140—GPB—50 000—5-11-42

Continuation Sheet No File No / Current No of 42 - Page 1



b) [illegible]

1) [illegible]

TYPING SECTION
16 JULY 1943
GEN & PIV OFCTT

2) [illegible]

No A5 2062/42-43
Encl one

121-42-10, 7813/L

Office of the Deputy Commissioner
Mandya District,
Mandya, Dated, the 21st June 1943

From

Mir Safdar Hussain, Esq , B A ,
Deputy Commissioner, Mandya

To

C Narayanaswamy Naidu, Esq , B A , B L ,
Secretary to Government, Law Department, Bangalore

Sir,

I have the honor to forward herewith a copy of the notes of Inspection of the Frenchrocks Minor Municipal Office for the year 42-4 for favour of information

I have the honor to be,
Sir,
Your most obedient servant,

Mir Safdar Hussain
For Deputy Commissioner,
Mandya District.

ALN

No A5 2062/42-43

Office of the Deputy Commissioner,
Mandya District,
Mandya, Dated, the 21st June 1943

(1)

REPORT ON THE INSPECTION OF THE MUNICIPAL OFFICE, FRENCHROCKS

Name of the Inspecting Officer — Mr Safdar Hussain, Esq , B A
Deputy Commissioner,
Mandya

Duration of Inspection — Date commenced 20-4-43
Date concluded 20-4-43

Name of the Officer in charge — Mr N Y Appajigowda, B A ,
Ex-officio President from
from 1-7-42 to 20-2-43
Mr K Balasubramanyam, M Sc ,
from 20-2-43 to the date of
inspection
Mr R T Lakshmana Rao, Vice-
President

Previous inspections — Presiding Officer 22-1-43
Deputy Commissioner 12-5-42

QUESTIONS

I Council and Committees and Municipal Officers

1 Are there any vacancies in the Council If so have steps been taken to fill up the same ?

There is no vacancy in the Council

2 Have arrangements been made for the correct preparation and timely publication of list of voters and persons eligible to stand for election

Yes The voters list prepared in connection with the last general election is still in force

3 Do the Council and Managin and othe Committees thereof meet regularly ?

The Health and Audit Sub Committees have been constituted The Health committee has met twice during the current year The Audit committee has not functioned The need for convening regular meetings of the Sub Committees is being streesed every time but to no avail The President will please see that there is no default in this regard in future The Municipal council has held 10 ordinary meetings ane one special meetings during the year so far

4 Are regular journals of the proceedings o all meetings of the Municipal Council and of each Committee kept ?

The proceedings of the Municipal Council are recorded in a register A separate register for the Health and Committee meetings is also maintained

5 Has action been taken on all the resolutions of the Council and of the committees and is the nature of action so taken noted against each resolution and also reported at any subsequent meeting ?

A separate register indicating the action taken on the proceedings of the meetings is maintained The register is posted up-todate The minutes of the meeting held on 20-4-43 should also be recorded in the register and further action taken

P T O

6 Have the powers and duties of the President and the Vice President been clearly defined	The powers and duties of the Vice-President have been defined as per G O No L 9083-93/M1 118-33-8 and L 9094-9104/M1 138-38-8 dated 28-5-36
7 Is the working of rules and bye laws periodically examined ?	This is a minor municipal council and as such no separate bye-laws have been framed The taxation rules - framed by Government for minor municipalities are being followed

II Octroi

8 Is there a table of rates both in English and Kannada hung up in the office and also *Ookad* gates ?	Yes
9 Is a register maintained for articles deposited in the Warehouse and are receipts regularly given to depositors and warehouse fees collected in accordance with the prescribed rate ?	There is no ware-house in the municipality
10 Are the railway receipts and invoice registers periodically examined by any of the Municip l Councillors ?	The Railway station is situated beyond the municipal limits and hence there is no need for this
11 Are any exemptions granted by the President in the matter of production o articles received nd are security deposits taken in these ca es ?	No such instances
A e these exemptions noted in a register ? What the amount of security taken and how is it dealt with ?	--do--
12 Are passes of these privile ed persons carefully preserved and are their accounts periodically settled so that the amount due by them may not exceed the security amount ?	--do--
13 What are he precautions adopted a ainst smuggling ?	There are 4 ookads on the roads entering the town and one cross road watch near Kodikatte There are 4 octroi Manegars and two peons attending to the collection work One Head Manegar supervises the work of the staff
14 Have any cases of smuggling been detected and prosecuted ?	There were no cases of smuggling during the year
15 What arrangements are made for levying Octroi on goods arriving by rail ?	The Railway station is beyond the Municipal limits All goods received for consumption in the town through rail should pass through one of the octro ookads of the town

The income from octroi during the 5 years from 1937-38 is as detailed in the margin During the current year so far a sum of Rs 4181-0-0 has been realised A sum of abou Rs 1000/- may perhaps be realised during the remaining portion of the year There would be a slight fall in the income under this head during the curren year This is obviously due to the limited import of dutiable goods such as jaggery and cocoanuts, on account of the restricted movement of this commodity

1937-38	4422-5 -0
1938-39	4743-12-6
1939-40	4810-13-10
1940-41	5024-12-4
1941-42	5426- 2-10

III House, Shop and other taxes

Contd

III House, Shop and other taxes.

16

16 What are the arrangements for ensuring that all taxable properties are duly assessed ?

The Octroi Manegar and the Sanitary Inspector have been attending to Mohatarfa collection work They bring to the notice of the Municipal Council new constructions in the year and action would be taken to levy taxes

17

17 Has a register of Municipal property been maintained and is it posted up to date ?

Yes The value of the property should be noted

18 Are all the other registers prescribed in the Municipal Account Manual maintained ? If not why ?

Yes

19 Is an exhaustive list of all taxes rates fees fines and forfeitures accruing to the Municipality under the regulation rules and bye laws maintained ?

Yes

20

20 Check the arrear demand register and the process register and see if timely action is taken for the recovery of the arrears What is the amount of arrears due and to what years do they relate ? Steps taken for their recovery may be noted

A sum of Rs 689-1-2 was in arrears at the beginning of the year A sum of Rs 3162-14-3 being the resultant demand after effecting mutations has to be taken on the accounts to make up a total of Rs 3851-15-5 Out of this a sum of Rs 2012-2-9 has been recovered up-to-date leaving a balance of Rs 1839-12-8 The figures under demand furnished in the D C B return for the quarter ended 31st March 1943 are incorrect They should be reconciled and a revised statement submitted In the recovery of the arrears, 30 notices for a sum of Rs 201-13-4 have been issued The arrears are still very heavy and the coercive measures adopted are absolutely inadequate Systematic coercive measures should be adopted and the arrears reduced Salwar details for the arrears should be worked out immediately

21

21 Are taxes collected promptly and is the progress of collection closely watched by the Municipal executive and scrutinised by the Managing Committee ? What are the arrangements for such supervision ?

22

22 Are the processes prescribed for the recovery of Municipal taxes resorted to automatically ? Instances of bills not followed by notices of demand and of notices not followed by distraints and of suits decreed not followed by execution may be noted

23

23 Are Municipal Councillors and Municipal Officers prompt in regard to intimation of liability to pay taxes and also in payment ? Are there any cases of neglect or default in this respect ?

The following are amounts of taxes are due from the municipal councillors

Mr H N Srikantiah	10-8-9
Mr Malegowda	6-4-0
Badde Siddegowda	21-8-9 (recovered to-day
Total	38-5-6

Notices under section 9(2)(a) of the minor municipalities Act have been issued to them on 20-4-43 If the arrears are not paid within the prescribed time further action as provided for in the Rules should be taken

24

24 Have all the Mutsaddis given security ? Is it in cash or in Savings Bank Deposit ? Are these particulars noted in the register prescribed therefor ?

Yes The octroi Head Manegar has furnished a security of Rs 50/- only, as against Rs 100/- required of him. He has prayed for permission to pay the balance in instalments by reduction from his pay

P T O

25

25 Is there a miscellaneous demand and collection register? Are all items sold by public auction? Is this done promptly? Are there any arrears outstanding? What action has been taken for their recovery?

A miscellaneous demand register is maintained according to which the demand for the year is as detailed below:-

Beef stall	450-0-0
Shandy contract	1400-0-0
Sale of manure	21-0-0
Mutton stall	360-0-0
License fee	72-0-0
	2303-0-0

Against this demand a sum of ₹ 2189-13-4 has been recovered so far The balance is due from the lessees of the beef stall mutton stall and shandy fees for April 1943 This will be recovered from before the close of the year The shandy fee was being collected 'Amani' in the previous years This has been leased out during the current year

26 26 Are instalments payable by toll gate contractors received every month on the due dates? Instalments due and the periods they pertain to may be noted to ether with information as to the steps taken for recovery

No toll gates in the municipality

27 27 What system is followed in leasing market stalls? For what period are they leased and what proportion of the stalls is vacant?

There are no market stalls

28 28 How are daily market fees collected? Is the system of collection such as to effectually prevent fraud?

--do--

IV Conservancy and Sanitation

29 Does each Sanitary Inspector maintain a diary and do the entries show sufficient work for each day?

What is the general condition of the work indicated by these records? Is it up to date and efficient?

Yes Besides sanitation work he has been attending to mohatarfa collection also He appears to have sufficient work

Fair

30 Is the distribution of the sanitary staff among the different parts of the Municipality reasonable? Is the staff sufficient? What arrangements are followed to ensure that each Municipal servant performs a full tale of work?

There are 18 sweepers and a conservancy Daffedar The staff will be distributed for work by the Sanitary Inspector according to needs of the locality concerned

31 31 How many license applications referred for inspection are pending, how long since and why?

4 applications were pending at the beginning of the year 25 fresh applications have been received so far making a total of 29 All of them have been disposed of

32 32 Is there a notice register of all notices issued under different sections of the Municipal Regulation? Does it show the final disposal of each notice?

No separate register is opened A trifoil notice book is in use No notices for offences under the Municipal Act have been issued during the year The notices issued so far relate to default made by hotel keepers in the payment of the license fee

33 Is a prosecution register maintained? And state if it is properly maintained

Yes

34 What are the arrangements for the prosecution of Municipal offences and by what courts are such cases tried? Are cases disposed of promptly? From the statistics of prosecutions it may be noted whether the arrangements are effective

The prosecuting Inspector, Seringapatam conducts the prosecutions of Municipal cases They are tried by the Special

Contd

Special I Class Magistrate, Seringapatam One case relating to the construction of a house without license has been registered during the year The case was before the Special Court The Municipal Council have resolved on 20-4-43 to withdraw the case

received regularly and tabulated intelligently?

The Head Manegar attends to this work

How many prosecutions were there during the pervious half year for neglecting to report birth or death and how many ended in conviction?

There were 97 births and 34 deaths during the year so far

No such instance

V Public Works

36 Are unauthorised encroachments by private persons on the streets and drains promptly checked and for this purpose is a survey map of the town kept in the Municipal Office?

No such instance A town map is available

37 Is there a schedule of rates both for works and metal supply in the office? Is it prepared every year and sanctioned by the Council?

Are the estimates invariably framed in accordance with these rates?

No schedule of rates is maintained in the office as the estimates are scrutinised by the Assistant Engineer who is an ex-officio Municipal Councillor

38 Check the list of incomplete works of the previous year and state in what stage they are at the time of inspection

There is only one work relating to construction of open-box drains in Harohalli at a cost of Rs 450/- The work was started.

39 Are contracts executed before work is begun?

Yes

40 Are there any works carried out by departmental agency? Is there a muster roll in Form 77 of the Municipal Account Manual maintained for the same and are payments made accordingly?

No such work

Is an abstract of the measurement book noted in the muster roll to facilitate comparision of out turn of work?

Yes

41 Are the measurement books of all works maintained properly? Are they returned to the office records as soon as they are finished?

Yes

42 Has there been regular progress of work throughout the year or is there any attempt to rush through works at the end?

Vide answer to question 38 supra

43 Have all sanctioned estimates been properly filed so as to be easily traceable for ready reference?

Yes

44 Is a list of measurement books in current use maintained showing the names of subordinates and the works for which the book is used?

Yes The Sanitary Inspector will be in charge of works

45 Is a building register maintained showing the capital outlay and the expenditure incurred on their maintenance every year?

Yes

46 Are tenders invited from the contractors as prescribed in the Municipal Account Manual?

Yes Tenders had been called for in respect of the work now in progress As no tenders were received, the Municipal Council have entrusted the

P T O

entrusted the work to Mr Mudiyappa alias Sarangapani on his application

47 Are contracts given out to persons related to Municipal Officers or Councillors ?

No

48 Is security taken in all cases for the due fulfilment of a contract ?

Yes

VI General

49 Is the office accommodation sufficient and suitable ? Are the rooms premises and furniture kept clean ?

Yes

50 Is a record of the qualifications and services of the ministerial officers maintained up to-date ?

Yes

51 Is a service register maintained for every permanent official and brought up to date ? Are these registers arranged in order and kept in the records in a separate box ? Who keeps the key of the box ?

Service Registers have been maintained for all officials and verfied up-to-the end of June 1942 The Service Register of clerk P Nanjappa is in Frenchrocks taluk office This should be obtained early

52 Are all appointments made in accordance with the rules ?

Yes

53 Is a statement of the periodical reports and returns due prepared and maintained up to date ? Are the due dates the dates of actual submission and the names of the clerks responsible for their preparation noted therein ? Is it scrutinised by the Head of the Office ?

How many and which returns were due at the time of inspection ?

Yes The dates of submission of the returns should be attested by the President No overdue returns

54 Is the register of furniture maintained ? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each ? Is the register verified once every quarter ? Is a note made in the register of all articles lost or which have become unserviceable ? Is the furniture adequate for the needs of the office or more than necessary ? What is the condition of furniture kept ?

Yes The value of some of the articles has not been noted in the register This shpuld be done now The dates of purchase of the articles should also be noted The unserviceable articles of furniture may be auctioned The furniture is adequate They are in good condition

55 Are old and unserviceable articles sold by public auction and the proceeds credited to the Municipal fund ?

56 Who keeps the stock of forms ? Where are they kept ? Are they neatly arranged ? Are all receipts and issues noted in a register ?

The clerk has the custody of all forms except receipt book which are in the custody of the Vice-President Stock of forms has not been entered in the book All the forms in stock in the office shou be entered in the register and issues sho

57 Is a complete set of the standing orders of Government relating to the work of the office maintained ?

Yes

Is it provided with a table of contents and if bulky, also with index ?

This is not done An index should be put up

58 Is the file of Municipal rules and bye laws kept up to date ? Are they printed and available for sale at cost price to the public as required by Section 49 of the Municipal Regulation ?

Yes No separate bye-laws

59 Are the registers of in ward and out ward correspondence properly maintained with cross reference regularly marked ?

Yes 27 references were pending at the beginning of the year 87 references have been received during the year so far making a total of 114, out of which 78 have been disposed of leaving a balance

Contd

leaving a balance of 16 cases Salwar details for the pending currents are as detailed below -

1939-40	2	2
40-41	2	2
41-42	2	6
42-43	8	6
Total		16

The oldest cases are reviewed below -

129/39-40 This relates to the drainage scheme for Frenchrocks at a cost of ₹ 22,700/- A loan of ₹ 10,450/- has been sanctioned by Government towards the scheme A bill for the amount was prepared and submitted to the Deputy Commissioner on 13-10-42 for countersignature It has been returned on 21-4-43 calling for some additional particulars This should be attended to atonce

134/39-40 This relates to the claim for compensation by the Municipal Council for loss of vehicle tax A bill has been sent to the Comptroller on 17-6-40 This is still shown as pending in the register It cannot be that the bill is pending with the Comptroller till now A D O letter may be addressed to the Comptroller and the stage of the pendency ascertained

72/40-41 This relates to the payment of upset price on certain lands of Hirode, on which the slaughter house has been constructed The Municipal Council have agreed to pay the upset price and the papers have been sent to the Sub Division Officer on 5-12-40 for intimating the actual amount due A reminder should be issued and the reference brought to disposal immediately

171/40-41 Re Arrears of water taxes due from the Electrical Department The Superintendent, Mysore Power and Light, Mysore has been addressed on 17-11-42 in the matter of payment of the arrears He may be reminded demi-officially and the matter brought to disposal

60	60 Is a separate petition register maintained and does it show the method of disposal and the date and nature of endorsements granted ?	Yes
61	61 Is there any abnormal delay in the disposal of petitions ?	No
62	62 Is there a separate register for building licenses ? *Is a quarterly statement of* all applications received for building licenses maintained ? Check the accuracy of the statement and give the number of applications which are unduly delayed. Their oldest dates and the reason of their pendency may also be noted ?	Yes Vide answer to Question 31 supra
63	63 Are all disposed records promptly made over to the record keeper duly arranged and stitched ? What is the number of such records remaining to be sent to the record room ?	An attender for attending to the record sorting had been employed for 2 months He has sorted some records There is still considerable volume of work to be done The Municipal clerk should attend to the remaining portion of the work and complete the sorting within 2 months
64	64 Are the records of meetings kept in an orderly manner ? Are the minutes of proceedings properly kept and made available for inspection by any inhabitant of the Municipality ?	Yes Yes
65	65 Are all the registers prescribed in the Municipal Account Manual maintained ?	Yes

P

66 Examine the cash in the Municipal Treasury and give the amount found at the time of your inspection. Does it agree with the book balance?

The amount at the credit of the Municipal Council at the end of March 19 was Rs 7491-9-9 This agrees with the balance shown in the General Cas Book

67 Has sufficient security been taken from officials expected to handle the Municipal cash?

Yes

68

69 Is the pass book of the Municipality written up in the Treasury Book periodically and returned without delay?

Entries are made in the Pass Book at the time of every transaction and the plus and minus memo put up at the end of the month

69 Is the cash book closed and balanced daily? Is the balance arrived at every month compared and agreed with that in the pass book?

The cash book is written up daily but balanced once in a month and agreed with the Treasury Pass Book

70 Examine the classified abstract of receipts and expenditure and state if it is written up properly?

The classified abstract has been writte up to the end of March 1943

71 Are the accounts audited monthly by auditors appointed from among the Municipal Councillors? Are the registers signed by them in token of their having examined them? C

The Audit Committee constituted for the purpose has not met even once during the year

72 (a) Are audit notes received from the Comptroller's Office promptly disposed of? How many audit notes if any are pending when were they received and why are they pending? B

Yes The audit notes for 1940-41 is pending Action is being taken on the observations made The report should be resubmitted with replies without further delay

(b) Is there a register of objections received from the Comptroller? How many objections are pending disposal and why?

No such register is maintained There have been no such objections either

73 What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

Rs 30/- The balance on hand on the date of inspection was Rs 14-6-0
Yes Yes

74 Are there any long standing advances made to the office imprest awaiting adjustment? Details may be furnished

None

75 Is an advance register of the Municipal money maintained? Is timely action taken for its recovery?

Yes The following advances made by the Municipality have not been adjust from a long time Early action shou be taken in the matter

1	The Sanitary Engineer, Bangalore	7577-14-9
2	Government Advocate	80- 0-0
3	Public Prosecutor	20- 3-0
4	Mr G Venkatanarasimhaiah, Advocate,	66- 0-0

The President may look into this question, and see that the amounts are adjusted without any further delay

76 Are the cheques issued for the bills and the payments made therefor entered in a petty cash book?

Yes

77 Is there a scale register of all Municipal Establishments in the Office? Is it kept up to date?

Yes Yes

78 Have personal claims of officers to pay allowances and increments been discharged without delay? If any are delayed what is the cause for the same?

Yes No such delays are obser

Contd

79 Are the pension applications prepared and submitted in time? How many cases are pending and why?	Yes None.
80 What amount has been given by the President as sub imprest to subordinate officers? Details may be noted Are acknowledgments of permanent advance held by them duly received?	No sub imprest given
81 Are all the records sorted? If not what is the quantity of papers remaining to be sorted? What time is necessary to complete their sorting?	Vide answer to question 63
82 Are all papers sent to the records as soon as they are disposed of duly stitched and feristed? Note instances to the contrary if any	They are being bundled up and kept in the rack
83 Have all time expired papers been eliminated after verifying the periods for which they are preserved and are they all destroyed and a note made to this effect in the register?	No ~~work~~ This work should be attended to atonce
84 Are the money and stamps received for copies regularly entered in a register? Is the register submitted regularly to the Head of the office for inspection and signature every month? Where are all the money and stamps received for copies kept?	~~Are the money~~ 6 applications for copies have been received during the year They have all been disposed of and copies issued
85 Extent to which points noted for action at previous inspections have been attended to	Action has been taken on the observations made in the previous inspections
86 Any irregularities or informalities observed in the course of inspection whether connected with the printed questions or not and suggestions if any for improving the efficiency of the working of the office	----

Vaccination - As instructed at the time of previous inspection, the Sanitary Inspector of the Municipality has been attending to the vaccination work also He has done 90 primary vaccinations during the year

Financial Position of the Municipality -

Opening Balance on 1-7-42	7124-1-1
Receipts up to the end of March 1943	7518-15-1
Total	14643- 0-2
Expenditure	7151- 6-5
Closing Balance on 31-3-43	7491- 9-9

Contributions to other departments still due -

Contribution to	Local Fund Dispensary	189-0-0
	Cost of vaccine lymph	6-0-0
	Leprosy Relief Fund	20-0-0
Total		215-0-0

E)

The contributions should be paid in full before the close of the year

Pounds - The income from Pound during the year so far is Rs 157-3-6, The realisations during the previous 5 years are as detailed below -

1937-38	231-9-6
1938-39	176-1-6
1939-40	144-5-6
1940-41	197-9-6
1941-42	172-14-0

P T O

Pounds -

The income from Pound during the year so far is Rs 157-3-6 The realisations during the previous 5 years are as detailed below -

1937-38	231-9-6
1938-39	176-1-6
1939-40	144-5-6
1940-41	197-9-6
1941-42	172-14-0

Sd/- Mir Safdar Hussain,
Deputy Commissioner,
Mandya District

ALN/21-6-1943

" C O P Y "

For Deputy Commissioner,
Mandya District

(14.)

Appendix F G —1]

SUBJECT Jangpechen case of the Darjeeling Hills Local Office held for the year 1942-43

Section PL.
File No 12/1-44
Serial No 102

Diary No of letter replied to

No L281

To

The D.C. Darjeeling.

General and Revenue Secretariat

( )

the *194*

Date of issue 7/7

Signed by

With reference to your letter No. Rg. 2062/42-88 dated 21.6.43, forwarding the above, I am directed to state that steps should be taken to collect heavy arrears of revenue due from defaulting Co-sharers and the contributions due to several departments should be kept up long. I am further to state that the Board also should be made to function regularly.

List of enclosures

Copied by

Examined by

Chancellor
for
Secretary
to the Govt.
5/7

WD 04 61—GPB—60 000—24 10 41